



**MINUTES OF THE TELESTROKE EXECUTIVE GROUP 16<sup>th</sup>  
FEBRUARY 17.00 VIA VC LINK BOARDROOMS CIC AND  
LANCS MCU**

**Present:** BM (Divisional General Manager NCUH) - Chair  
PD (Consultant Stroke Physician, NCUH)  
GH (Informatics Directorate - North West SHA)  
MT (Director of IM&T, NCUH)  
KB (Acting Director of Cardiac and Stroke Network)  
ED (Service Improvement Manager Cardiac and Stroke Network)  
AB (Deputy Head of Procurement Services)  
AB (CBS)  
RS (Comms Officer BFWH)  
AT (Project Manager, NCUH)

Minutes – LH (Telestroke Administrator)

**TS63/11**

**WELCOME AND APOLOGIES**

BM welcomed everybody to the meeting.  
LH, Telestroke Administrator was introduced to the board.

Apologies were noted from the following people: HE, AM, KC, SP, SD, HK.

**TS64/11**

**MINUTES OF PREVIOUS MEETING**

The following corrections were identified –

TS55/11 – Courses to be developed locally based on the Hexham model.

TS56/11 – Contract with Virgin was designed around framework which was originally designed for one supplier from one trust. The consortium agreement was designed to overcome this obstacle.

Date of next meeting was recorded incorrectly as the 23<sup>rd</sup> February; the correct date was the 16<sup>th</sup> February.

TS65/11

## **ACTION LIST AND MATTERS ARISING**

See action list.

**TS 57/11** – Brief discussion around Consultant backup list. It was agreed that AT would compile list of names and telephone numbers. He would also produce a flow path describing the process what to do in lack of on call cover.

**Action: AT to produce a list of Consultant names and telephone numbers plus process to cover lack of on call cover with local site.**

**TS 60/11** – No feed back from AM but it there was a general consensus that there would be no financial implications of starting the project in April 2011.

TS66/11

## **PROJECT UPDATE**

### **a. Dashboard**

#### Consortium Agreement

4 out of 5 DOFs have now signed, BVH is outstanding.

#### Human Resources

13 Physicians have signed up to the rota, job plan negotiation still ongoing.

LH is now in post and undergoing induction.

#### Estates and Equipment

Virgin Media confident that they can complete implementation 4<sup>th</sup> April. AT still concerned that actual service will not be ready to start. A lengthy discussion on various options and scenarios took place. It was felt that Consultants would be trained by end of March but perhaps junior staff would not be. Installation of the router required 2 visits, one to install phone line and then a second visit to install the router. It was agreed that a change in the start date will not be advertised at this stage.

### **b. Procurement**

AB reported a concern around the recovery of VAT. BW from Ernst and Young said that HMRC are not accepting Telestroke services as an existing business, however, this is still under consideration. No timeframe available on that decision. Brief discussion around SHA thinking that VAT was recoverable from the Innovate money.

It was noted that not all managed services mean that they are VAT exempt.

### **c. Telestroke Rota's**

#### **Operational Policy**

BM raised a concern about the NCUH on call-manager being responsible for covering the gaps in an emergency. She felt this responsibility should be shared equally amongst the other Trusts. A brief discussion took place where the following was agreed. AT was to compile a list of consultants and contact telephone numbers this would be shared with NCUH on-call manager in case of lack of cover in emergencies. They would ring around this list, but a decision to cancel the service might have to take place. BM will take to this item to the on-call manger forum.

**Action: BM to take the flow chart and raise at the NCUH managers on call forum.**

**ACTION – AT to compile a list of names and contact numbers, alongside a process of what to do in emergency.**

**TS67/11 Commissioning Agreement with PCT's**

CBS are finalising a formal draft of the Commissioning Agreement for signoff by the PCT Executives target date Friday 18<sup>th</sup> February. This will give a clear set of financial flows and will be a useful transition document. No major concerns around the process.

Discussion took place around the Isle of Man and Chester joining the telestroke service. There was no formal approach as yet. There was also discussion around sharing with other networks e.g. Aintree. PD thought we would need time to think about these suggestions. It was noted that too large a rota would dilute the experience of on call consultants. AB said from a commissioning view point he would have to take it away as well to have a think.

**TS68/11 TRAINING**

ED had produced an action plan for training rollout. Requires confirmation of dates and key trainers.

ED indicated that A&E Juniors and Staff Grades require Med Stat Training.

NCUH and BVH require some backfill to allow MEDSTAT training to progress. BM requires final written confirmation from Finance of a week's backfill for PD. It was suggested that the same locum might be used by BVH.

A discussion took place around evidence provision of training competencies.

Governance policy stated that there would be competency signoff.

It was felt that consultants would self certify attendances at courses and PD and MOD would signoff. ED was going to compile a list of attendance dates for consultants and she and PD were going to produce a proforma for sign off.

**ACTION – ED and PD to produce competency proforma. ED was going to compile a list of training attendance dates for consultants.**

**TS69/11 COMMUNICATIONS**

A discussion took place about promotional material and it was highlighted that Virgin Media will be assisting with the communications launch plan. KB also confirmed that RS (BFWH) is currently working on the communications launch plan and is to present the plan at the next meeting. This will be done in conjunction with the acute communications team.

**TS70/11 AOB**

**Telestroke Event – London:** This took place last week and gave a high profile to CLTN. This has resulted in lots of requests for help and advice. KB thanked PD, HE and ASTUTE team for contributions.

**Thrombolysis Statement:** This was an enclosure for endorsement by the

Network Board which would support consultants working off licence i.e. thrombolysing up to 4.5 hours.

**Expo:** This was to take place on the 9<sup>th</sup> and 10<sup>th</sup> of March, PD and GH will be presenting.

**DATE & TIME OF NEXT MEETING:**

**Wednesday 16<sup>th</sup> March 2011**

**17.00pm VC CIC Boardroom/WCH Boardroom & Lancs.**